

16 January 1973

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDP, DDS, DDS&T

SUBJECT: Education for Public Management

1. The attached bulletin announces the Education for Public Management Program for the 1973-74 academic year. Nominations are due at the Civil Service Commission by 23 February 1973.

2. This program is designed to serve the training and development needs of individuals who are at midcareer. Nominees should have a minimum of five years' civilian service and should be in the GS-12 to GS-14 range. Nominations will also be considered for outstanding GS-11's and GS-15's who might profit from a university study experience. The bulletin provides an outline of the individual programs offered by the participating universities. A nomination form is included, pages 15 through 20.

3. Nominations should be forwarded to the Executive Secretary, Training Selection Board, no later than Monday, 12 February. Please submit an original and six copies of the nomination form and official transcripts. An up-to-date bio profile and the most recent fitness report should be submitted in six copies only.

4. There are three items on the nomination form to which I wish to call your attention:

Position Title. In identifying this, remember that if your nominee is selected, the title you indicate will be used by the CSC in press releases, etc.

Business Address. Washington, D.C. 20505.

Signatures. Leave blank the signature line on page 15 for Approving Official. The Nominating Official signs at bottom of page 17. The Nominee signs at bottom of page 20.

5. If you have any questions, call me on extension 2193.

Jane Henneberger
Executive Secretary
Training Selection Board

Attachment